

<b>UNIQUE PAPER CODE</b>	<b>12033906-OC</b>
<b>NAME OF THE PAPER</b>	<b>BUSINESS COMMUNICATION</b>
<b>NAME OF THE COURSE</b>	<b>ENGLISH SEC Hons/Prog</b>
<b>SEMESTER</b>	<b>III/V</b>
<b>DURATION</b>	<b>3 HOURS</b>
<b>MAXIMUM MARKS</b>	<b>75</b>

**Attempt any THREE questions.**

**All the questions carry 25 marks each.**

1. List strategies of effective communication in a business meeting
2. Explain relevance of grapevine in organisations giving suitable examples.
3. You are visiting the UK office of your organisation. Write an email to your team there informing them of your visit and your plans over there.
4. What are the stages of business negotiation? Elaborate with sufficient examples.
5. Your organisation conducted an online meeting wherein the decision to work from home during the pandemic situation was taken. Prepare the minutes of the meeting as the Secretary.
6. How do you assess the effectiveness of a report? List the indicators of a good project report and elaborate through examples.